



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

December 26, 2003
CN-09-04
CACFP-13-04

To: School Food Authorities
CACFP Sponsoring Organizations
FDCH Sponsoring Organizations

From: Mary Szafranski
Acting Director
Student Services Division

Subject: CNP Web User Accounts and Passwords

It has come to the attention of the Student Services Division that individuals with access to the CNP Web application and claiming system have shared user names and passwords. Sharing of account information is a breach of the ADE Acceptable Use policy (attached). Consultants conducting reviews or consulting firms contracting with your organization, including Food Service Management Company employees, are not authorized users of the CNP Web system and should not be provided with user accounts or passwords.

CommonLogon accounts are intended to be used by one single person. All account activities are logged at a detailed level. This means that if you share your account with someone, you could be held responsible for that persons actions on our website. In the future we may use enhanced security features to identify those accounts that are likely being used by more than one person.

Please share this information with all employees currently accessing CNP Web. Those individuals and organizations that are found violating the ADE Acceptable Use policy will be subject to further actions from this department.

If you have questions or concerns, please feel free to contact Carol Foxhoven, Financial Services Team Leader at (602) 542-8724.